SiteManager
Training Manual

Module F
Chapter 1

Material Management
Material Information

Section F-1-1-2
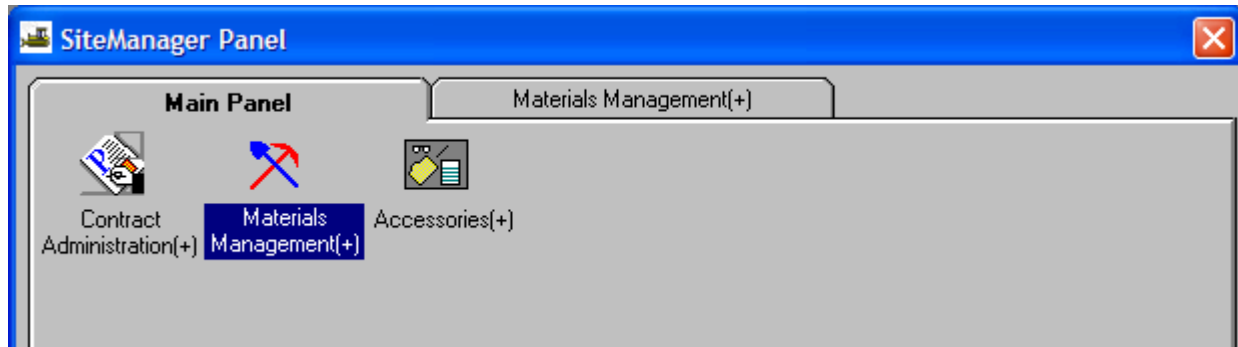# Viewing Material Detail

Student's Version

Indiana Department of Transportation
December 2007, Version 3.7b

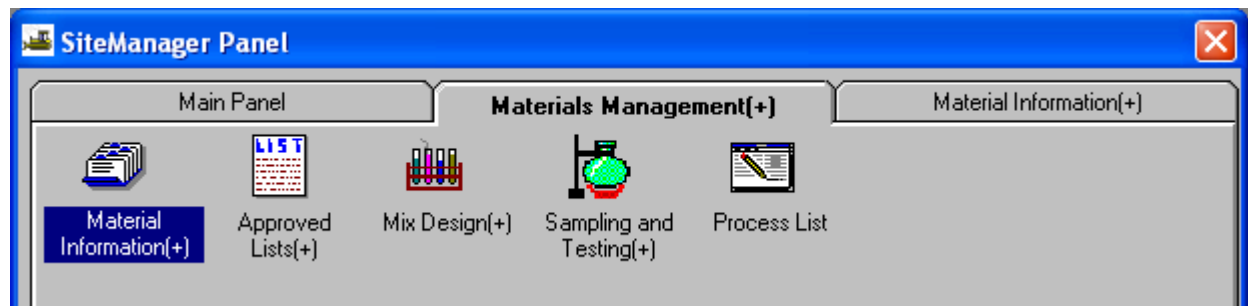This page intentionally left blank

Viewing Material Detail Information
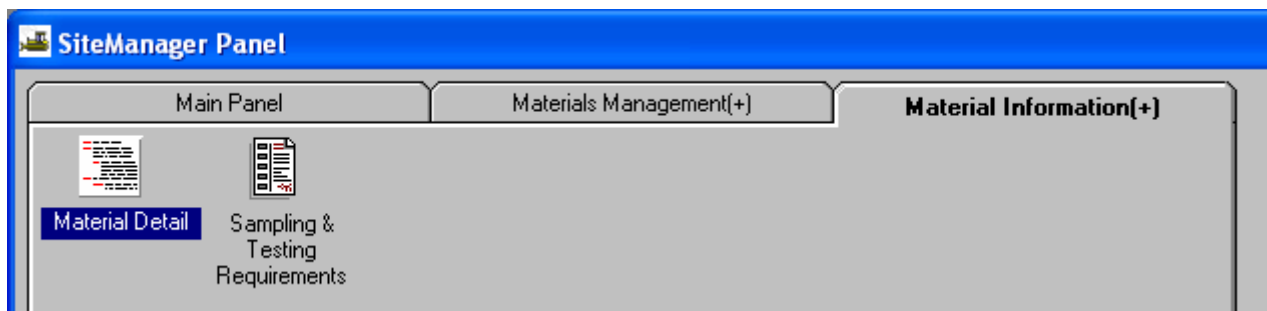
This module will explain how to view:
- material codes and descriptions,
- assigned test methods to each material and

"Double-click" on **Materials Management** located on the Main Panel.

"Double-click" on **Material Information**.

"Double-click" on **Material Detail**

Use the Scroll or Find/Filter/Sort technique to locate the appropriate **Material Code**.

"Double-click" on the appropriate **Material Code**.

Description tab

Material Code: A material code is unique to each material. The format is
- **912**M12350: The first three characters are numbers representing the area of the specifications that the material is referenced.

- 702**M**12350: The next character is always "M". This indicates the code is for a material and not for an item code.

- 702M**00100**: The next five characters are sequential numbers that uniquely identify the material. When the material belongs to a group of new materials, the sequential number is an increment of 10, ending in 0. This allows room for additional materials to be added to the group at a later time.

Short Name: The **Short Name** field is the abbreviated material description.

When a material is created, but is not activated until a later date, an asterisk (*****) is placed at the beginning of the **Short Name**. Once the material is activated, the asterisk is removed from the **Short Name** and an additional letter is added to the short name. This makes it easier to locate inactive materials.

Full Name: The **Full Name** field is the description of the material.

Sample Test Method: The **Sample Test Method** is the type of test method associated to the material.

Recycled: The **Recycled** check-box is used to indicate if a material is a product of a recycling process.

English Unit: The **English Unit** field is a drop-down list of all English and metric units referring to the material method of measurement and not the pay item method of payment.

Metric Unit: The **Metric Unit** field is a drop-down list of all English and metric units referring to the material method of measurement and not the pay item method of payment.

Type Code: The **Type Code** field is a drop-down list that contains the topics from the material details in the 900 Section of the Specifications.

Size Code: The **Size Code** field indicates the size of the material.

Approved Material: The **Approved Material** check-box is used to indicate if the material is associated to an Approved Material.

Approved Producer/Supplier: The **Approved Producer/Supplier** check-box is used to indicate if the material is associated to an approved Producer/Supplier.

Specification Reference: The **Specification Reference** field indicates the material's specific specification reference

Status Indicator: The **Status Indicator** field indicates the material being either Active or Inactive.

- **Active Status**: the material is available for use.

- **Inactive Status**: the material is not available for use.

Status Date: The **Status Date** field indicates
- the letting or supplemental date associated to the material when the **Status Indicator** is changed to **Active**

- the date the **Status Indicator** is changed to **Inactive**

General information can be recorded in the **Remarks** field.

"Click" on the **Remarks** ⬭ button located on the toolbar to open and close the **Remarks** balloon.
If the **Remarks** ⬭ button has lines in it, then Remarks have already been entered.

Tests tab

Test Methods are associated to the **Material Code** in the **Tests** tab.
The specifications outline the required test methods required for a material.

The XP, Y and Z Test Methods are used to associate specification limits to a test method.

The **Gradation** tab will not be utilized by INDOT.

"Click" on the **Close** 📂 button located on the toolbar to exit the **Material Detail** window.

Viewing a Material Detail

Group Exercise F-1-1-3

In the following exercise, you will view the **Material Detail** information for
Material code is 702M12350

Log into SiteManager as inquire
Password   pass

Navigation from **Main Panel:**
       Double-click: **Materials Management (+)** icon
       Double-click: **Material Information (+)** icon
       Double-click: **Material Detail** icon
       Click the **Open** button
       Material code: 702M00010
       Double-click on the **Material Code**.

Description tab

       What is the **Specification Reference** for Material Code: **<u>702M00010</u>**?

Tests tab

Note: Answer: 702.02

       Is Test Method T152-v1 associated to material code 702M00010**?**

Note: Answer: Yes